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FOR

SCHOOL FOOD SERVICE

Division of School and Community Nutrition Programs
Indiana Department of Education
Revised: January 2003



LENDING LIBRARY FOR SCHOOL FOOD SERVICE

The first three pages are grouped items either provided to all schools (sponsors) on the National School Lunch Program or produced by the National Food Service Management Institute (NFSMI). All the detailed descriptions can be found in the regular list beginning on page 4. In pages 4-25, the titles are grouped into the following categories and are in date order within each sub group. Filmstrips include an audio cassette tape.

- 100 Accountability / Financial / Purchasing
- 200 Menu Planning / Nutrition
- 300 Food Preparation / Receiving
- 400 Promoting School Food Service
- 500 Personnel / Training
- 600 Equipment
- 700 Sanitation and Safety

Order forms are found at the end of this book. Photocopy as needed. When ordering publications, indicate a **preferred date of use** and an alternate date. The borrower will be informed of any conflict by telephone. Items will be sent via United Parcel Service (UPS) in most cases, so give **location address, not a post office box**. There is **no cost** to the school other than the return postage.

Send to:

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FAX 317-232-0855

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This entire document can also be found on our website: doe.state.in.us/food/ under **School Nutrition Programs** or **Nutrition Education and Training**. If there are questions, contact **Diane Rice at 317-232-0850 local or toll free at 800- 537-1142.**

Provided to every sponsor of National School Lunch Program:

One copy placed with every NSLP kitchen:

- 201 **Quantity Recipes for School Food Service** USDA 1988
- 219 **A Tool Kit for Healthy School Meals: Recipes** USDA 1995
- 231 **A Menu Planner for Healthy School Meals** USDA 1998
- 234 **Food Buying Guide** USDA Revised 2001

One copy placed with every NSLP sponsor:

- 202 **Meal Pattern Requirements and Offer versus Serve--Training** Blue USDA 1990
- 103 **Meal Counting and Claiming--Training** Black USDA 1991
- 107 **Solving the Money Mystery** Midwest Region USDA 1993
- 111 **Choice Plus - A Reference Guide for Foods and Ingredients** USDA 1996
- 703 **Serving It Safe: A Manager's Tool Kit** USDA 1996
- 511 **No Time To Train, 10 Minute Lessons for School Food Service** Midwest Region 5 Star 1996
- 704 **No Time To Train, 10 Minute Lessons Food Safety and Sanitation** Midwest Region 5 Star 1998
- 318 **All Star Receiving for Child Nutrition** BLT NFSMI 1998
- 613 **A Guide for Purchasing Food Service Equipment** NFSMI 1998
- 323 **Cooking a World of New Tastes** USDA 1999
- 706 **Working SAFE: Accident Prevention in Child Nutrition Programs** NFSMI 1999
- 104 **Eligibility Guidance for School Meals** Gray USDA 2001
- 121 **First Choice: Purchasing Systems Manual** NFSMI 2002

National Food Service Management Institute

Each year NFSMI produces a BLT program. Two were sent to all sponsors of NSLP when they first appeared, so also are part of that list. The second list here is a chronological listing of all their satellite seminars and teleconferences. See the regular list beginning on page 4 for descriptions of each program.

Breakfast Lunch Training (BLT) Series

- 205 **Recognizing Reimbursable School Lunches (10 Minute BLT)** NFSMI 1991
- 407 **To Promote Healthy Food Choices (10 Minute BLT)** NFSMI 1992
- 306 **On the Road to Professional Food Preparation** BLT NFSMI 1993
- 409 **Go for the Gold with Customer Service** BLT NFSMI and University of Mississippi 1994
- 310 **Healthy Cooking For Kids** BLT NFSMI 1995
- 314 **Get Ready, Get Set, Go for Quality Service (10 Minute BLT)** NFSMI 1996
- 316 **Cooking for the New Generation** BLT NFSMI 1997
- 318 **All Star Receiving for Child Nutrition** BLT NFSMI 1998 *One copy placed with every NSLP sponsor.*
- 706 **Working SAFE: Accident Prevention** BLT NFSMI 1999 *One copy placed with every NSLP sponsor*
- 118 **Inventory Management** BLT NFSMI 2000
- 232 **Dietary Guidelines for Americans** BLT NFSMI 2001
- 614 **Using Equipment Safely and Efficiently** BLT NFSMI 2002

Satellite Seminars and Teleconferences

- 210 **Dietary Guidelines: In Your Hands** Satellite Seminar NFSMI 4/92
- 211 **Purchasing and the Dietary Guidelines** Satellite Seminar NFSMI 9/92
- 212 **Preparation and the Dietary Guidelines** Satellite Seminar NFSMI 2/93
- 213 **Promotions and the Dietary Guidelines** Satellite Seminar NFSMI 4/93
- 214 **Personnel and the Dietary Guidelines** Satellite Seminar NFSMI 10/93
- 215 **Participation and the Dietary Guidelines** Satellite Seminar NFSMI 3/94

National Food Service Management Institute

- 217 **Creating Healthy Menus for the Mainline - Part I** Satellite Seminar NFSMI 1994
- 218 **Creating Healthy Menus for the Mainline - Part II** Satellite Seminar NFSMI 1995
- 508 **Champions of Change: Child Nutrition Personnel** Satellite Seminar NFSMI 1995
- 312 **Enhancing Productivity for School Food Service, Part I** Satellite Seminar NFSMI 1996
- 313 **Enhancing Productivity for School Food Service, Part II** Satellite Seminar NFSMI 1996
- 612 **Equipment Efficiency for Healthy School Meals** Satellite Seminar NFSMI 1997
- 512 **First Day..Every Day: Basics for Food Service Assistants, Part I** Satellite Seminar NFSMI 1997
- 513 **First Day..Every Day: Basics for Food Service Assistants, Part II** Satellite Seminar NFSMI 1998
- 322 **Quality Receiving Practices for Healthy School Meals** Satellite Seminar NFSMI 1998
- 115 **Cooperative Purchasing for Child Nutrition Programs** Teleconference NFSMI 1999
- 324 **Food Quality in Child Nutrition, Part 1** Satellite Seminar NFSMI 1999
- 705 **Food Safety: It's in Your Hands** Teleconference NFSMI 1999
- 325 **Food Quality in Child Nutrition, Part 2** Satellite Seminar NFSMI 1999
- 707 **Managing Food Safety: The Next Step** Teleconference NFSMI 2000
- 327 **Standardized Recipes and Portion Control** Satellite Seminar NFSMI 2000
- 328 **Production Planning - Working Smarter** Satellite Seminar NFSMI 2000
- 120 **Effective Financial Management Practices** Teleconference NFSMI 2001
- 333 **Work Simplification** Satellite Seminar NFSMI 2001
- 422 **Working with School Health Promotion Teams** Teleconference NFSMI 2001
- 423 **Real-Time Marketing** Satellite Seminar NFSMI 2001
- 425 **Promote Healthy Eating** Satellite Seminar NFSMI 2002
- 122 **Elements of Effective Financial Management** Teleconference NFSMI 2002
- 710 **Responding to a Food Recall** Teleconference NFSMI 2002
- 518 **Conflict and Challenge in the Workplace** Satellite Seminar NFSMI 2002

Accountability / Financial / Purchasing 100

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|-----|---|---------------|--------|
| 101 | USDA School Food Service Cashier Training
For Traditional menu plans: food components, choices, Offer vs Serve, food bars. Suitable for experienced cashiers' review. USDA 1990 | 24 minutes | Video |
| 102 | USDA School Breakfast Cashier Training
Includes written script and teacher's guide to use in training personnel to recognize a reimbursable breakfast quickly and accurately. USDA 1991 | 20 minutes | Video |
| 103 | Meal Counting and Claiming--Training
Includes manual and instructor guide for guidance on reimbursable meal counting and claiming requirements.
<i>One copy placed with every NSLP sponsor.</i> USDA 1991 | 45:20 minutes | Video |
| 104 | Eligibility Guidance for School Meals
Determining and verifying eligibility in the NSLP/SBP. Available on website <www.doe.state.in.us/food> under School Nutrition Programs. USDA 2001 | | Manual |
| 105 | Purchasing for Quality in School Food Service Today
I. Communication is Critical
II. The Bidding Game
III. Cooperative Purchasing
IV. Added Value Products
V. Partnerships and Promotions
Program can be presented in 2 or 3 one-hour segments or allow 2 hours to do all in one session. Directed primarily to Food Service Directors/Purchasing Managers. May be useful to administrators, school boards, and PTA groups wanting insight into school food service. Discussion questions included. Sara Lee and Bil Mar 1992 | 54 minutes | Video |
| 106 | Impact of Food Procurement on the Implementation of the Dietary Guidelines for Americans in Child Nutrition Programs
Includes presentations from a conference on this subject designed to provide an overview of nutrition and cost issues related to implementing the DGA and to identify issues related to food procurement in CNP. NFSMI 1992 | | Book |
| 107 | Solving the Money Mystery
A user-friendly workbook to help the single-unit manager understand the financial operations of the school lunch program.
<i>One copy placed with every NSLP sponsor.</i> Midwest Region USDA 1993 | | Manual |

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| 108 | Keys To Excellence: Standards of Practice for Nutrition Integrity
Designed to assist schools achieve nutrition integrity goals at administrative, management, and operational levels with standards of practice and indicators. A tool for continuous program review, evaluation and improvement. Includes Indiana version 1989 Standards of Excellence. ASFSA 1995 | | Manual |
| 109 | Use of Computer Simulation in School Foodservice
A study to determine feasibility of using computer simulation techniques to answer operational questions associated with customer service in CNPs. NFSMI 1995 | | Book |
| 110 | Meeting the Challenge
Financial strategies for Child Nutrition Programs - a workbook to help CNP professionals analyze and compare program expenses and revenue. ASFSA 1996 | | Book |
| 111 | Choice Plus - A Reference Guide for Foods and Ingredients
Provides improved food specifications, consistent with new nutritional goals that will help you make informed decisions in the purchasing process.
<i>One copy placed with every NSLP sponsor.</i> USDA 1996 | | Manual |
| 112 | Quality Measures for Georgia's School Nutrition Programs
A comprehensive listing of all characteristics of a successful program to heighten awareness of quality by sharing strategies used in Georgia. Georgia DOE 1997 | | Manual |
| 113 | Computer Exploration Kit
Provides information for those not currently using a computer. Features a "How-To" section for getting started, a "Where" section lists information sources, and an "Appendix" section with nutrient analysis software comparisons. Pennsylvania DOE 1997 | 14 minutes | Video/
Manual |
| 114 | Revenue Generation and Cost Control Measures Currently Used in Financially Successful Child Nutrition Programs
A case study from four school districts that were deemed financially successful. NFSMI 1997 | | Book |
| 115 | Cooperative Purchasing for Child Nutrition Programs
A live interactive teleconference discussing the purchasing steps and tips for cooperatives. NFSMI 1999 | 107:36 minutes | Video |

Accountability / Financial / Purchasing 100

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| 116 | School Foodservice Management
Reaches <u>all</u> aspects of school foodservice from its history to present day issues of menu planning options and cost control.
Dorothy Pannell-Martin, 5 th Edition 1999 | | Book |
| 117 | Cost Control Manual
Designed to assist Food Service Directors and Business Managers to: understand cost management, set up controls, determine any financial problems, find ways to reduce food and labor costs, and ways to increase revenue for operating a financially successful program. Includes many charts and guidelines. Dorothy V. Pannell, inTEAM Associates 2001 | | Manual |
| 118 | Inventory Management
Includes instructor guide, workbook, charts. Seven hour program designed for teaching managers about organization, record keeping, product safety, cost control. BLT NFSMI 2000 | 24 minutes | Video |
| 119 | What you do makes ... cents!
Instructor guide with transparencies on financial structure of school food service, how each employee is important in cost control, using existing tools. Should take about 1½ hrs. Ohio DOE 2000 | | Manual |
| 120 | Effective Financial Management Practices
A live interactive teleconference discussing successful CNP management practices for medium and large school districts. NFSMI 2001 | 120 minutes | Video |
| 121 | First Choice - A Purchasing Systems Manual for School Food Service
A reference manual written for purchasers interested in redesigning their procurement system with a goal toward building partnerships with food manufacturers and distributors. Some issues examined are: applying critical path planning to the movement of food products, Just In Time (JIT) product movement strategies applied to the school environment, innovative purchase systems, and the use of third party market research as a basis for cost.
<u>One copy placed with every NSLP sponsor.</u> 2 nd Edition NFSMI 2002 | | Manual |
| 122 | Elements of Effective Financial Management
A live interactive teleconference on how food service directors manage financial data. Panelists identify indicators for determining effectiveness in both large and small school food service programs. Topics include financial tools, district comparisons, and NFSMI's plan for financial management education. NFSMI 2002 | 120 minutes | Video |

- 201 **Quantity Recipes for School Food Service**
Standardized recipes in quantities of 50 and 100 servings, plus conversion charts, garnishing ideas, and portion control.
One copy placed with every NSLP kitchen. USDA 1988
Out of print. Available with HACCP on line at <nfsmi.org>
- 202 **Meal Pattern Requirements and Offer versus Serve--Training** 40:45 minutes Video
Traditional menu plan only. Includes manual, instructor guide, pretests, and posttests. Explains Offer versus Serve for breakfast and lunch.
One copy placed with every sponsor. USDA 1990
- 203 **Start Smart,** 13:33 minutes
Starting Smarter (A Sequel) 11:47 minutes Video
The first part illustrates the need for School Breakfast Program. The second part explains ways to overcome SBP obstacles.
Illinois State Board of Education 1990
- 204 **You Make The Difference** 16 minutes Video
Enhance staff awareness of how important good nutrition is to learning. Explains symptoms of poor nutrition, provides ideas to improve service offered in school lunch program. Tyson 1990
- 205 **Recognizing Reimbursable School Lunches (10 Minute BLT)** Video
Traditional Meal Pattern and Offer versus Serve at Lunch and at Breakfast 21:20 minutes
Young Children Learning New Foods 6:20 minutes
Four programs with tests for certification points. NFSMI 1991
- 206 **The Healthy E.D.G.E. in Schools** 15:00 minutes Video
Eating, Dietary Guidelines, and Education. Introduction to these goals.
ASFSA 1991
- 207 **Breakfast with Milk** Kit
School Breakfast Promotion Kit - Includes press release, menu suggestions, artwork, and a guide for planning and merchandising your program.
American Dairy Association 1992
- 208 **You Can't Learn When You're Hungry** 13:00 minutes Video
School Breakfast Promotion Kit - Includes leader's guide, parent information masters, and resource booklet. Allow about 40 minutes for full presentation.
National Dairy Council 1993

Menu Planning / Nutrition 200

- 209 **Breakfast Makes It Happen** 15:00 minutes Video
Targeted to school administrators, focusing on educational and economic benefits of the school breakfast program.
National Dairy Council and NFSMI 1994

Satellite Seminar Series of 6 programs on the Dietary Guidelines:

- 210 **Dietary Guidelines: In Your Hands** 60:00 minutes Video
Partnering with principals, teachers, food service personnel, students, and parents as all influence food intake decisions. Understanding the Dietary Guidelines and implementing them at school. NFSMI 4/92
- 211 **Purchasing and the Dietary Guidelines** 60:00 minutes Video
Summary of procurement rules. On-site and off-site testing for nutrients in foods. Specifications. NFSMI 9/92
- 212 **Preparation and the Dietary Guidelines** 60:00 minutes Video
Demonstrating how to prepare herb-baked chicken, pizza, and taco salad by Chef Nicholas Hartman. NFSMI 2/93
- 213 **Promotions and the Dietary Guidelines** 60:00 minutes Video
Identifying customers and their wants/needs. Using Food Guide Pyramid and the Dietary Guidelines for teaching healthy food choices. Promoting healthy food. NFSMI 4/93
- 214 **Personnel and the Dietary Guidelines** 60:00 minutes Video
Understanding that each person of the child nutrition team has an important role. Identifying characteristics of personnel that help your customers develop healthy eating habits. Examples of job descriptions, interviewing techniques, and training new employees. NFSMI 10/93
- 215 **Participation and the Dietary Guidelines** 60:00 minutes Video
Identifying factors that influence participation. Factors that affect participation and using practices to promote it. NFSMI 3/94
- 216 **Hearty School Lunch Program** Book
Consists of Training Guide, Resources Manual, and Menus Manual to assist school food service personnel in preparing healthful meals.
American Heart Association 1994

Menu Planning / Nutrition 200

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|-----|---|---------------|--------|
| 217 | Creating Healthy Menus for the Mainline - Part I
A lesson on menu planning that considers appeal, ease of service, nutrition content, costs, customer satisfaction, and supports the Dietary Guidelines for Americans. Satellite Seminar. NFSMI 1994 | 60:00 minutes | Video |
| 218 | Creating Healthy Menus for the Mainline - Part II
A lesson on forecasting and ordering, production schedules, standardized recipes, and quick service - all towards healthy menus and customer satisfaction. Satellite Seminar. NFSMI 1995 | 60:00 minutes | Video |
| 219 | A Tool Kit for Healthy School Meals: Recipes
Additional low fat and low sodium recipes that are to be incorporated with the 1988 USDA Quantity Recipes.
<i>One copy placed with every NSLP kitchen.</i> USDA 1995 | | Manual |
| 220 | Trimming The Fat
A step by step guide for calculating the fat content of menus using a food-based menu plan. Dairy Council 1995 | | Manual |
| 221 | Menu Planning Project: Implementation of the Dietary Guidelines
Results of a menu preference survey of Massachusetts students in 4th, 7th, and 11th grades were used to develop a five-week selective cycle of menus (one for elementary and one for secondary). These menus meet the Dietary Guidelines and also meet the students' preferences.
John C. Stalker Institute of Food and Nutrition for Massachusetts DOE 1995 | | Book |
| 222 | Nutrition for the Foodservice Professional
Basic text on all aspects of nutrition at all ages. Drummond, 2 nd Edition 1995 | | Book |
| 223 | Eat Smart, School Nutrition Program Guide
A cardiovascular approach for training, planning, purchasing, preparing, and promoting the C.A.T.C.H. program in schools. CATCH 1996 | | Manual |
| 224 | USDA Assisted NuMenus, A Resource Guide
Designed for schools that want a nutrient-based approach without purchasing a computer. Includes 5 weeks of breakfast and lunch cycle menus (with portion sizes for both elementary and secondary), standardized recipes, preparation methods, food product specifications, and a weighted nutrient analysis. Following this model in its entirety will insure meeting the nutrition standards. USDA 1996 | | Book |

Menu Planning / Nutrition 200

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|-----|---|--------------------------|------------------|
| 225 | Student Driven Menu System
Includes four manuals: Users Guide, Recipes, Food Specifications, Food Ordering and Production. Menu cycles were developed to agree with new food-based menu plan. Virginia DOE 1996 | | Manual |
| 226 | A Course in Basic Nutrition
Six videos and a manual of handouts from the Purdue University school foodservice workshop covering about 12 hours of presentations. Successful completion of the course exam worth 10 credits of formal training. Purdue University 1996. | about10 hours | Manual/
Video |
| 227 | Dietary Guidelines: Best of the Best Kit
Program to create a school-wide environment promoting healthful food choices without compromising student participation. Includes developing partnerships, promoting nutrition education, creating healthier menus, and customer service/ marketing. Illinois DOE 1996 | 12:24 minutes | Video/
Manual |
| 228 | Healthy Challenge, Gaining Skills For A Better Future
Correspondence course worth 15 certification credits on: Dietary Guidelines, Food Labeling, Menu Planning, Food Purchasing, Food Preparation, Recipe Modification, and Marketing. Ohio DOE 1997 | | Manual |
| 229 | School Meals Initiative Implementation Manual for Indiana Schools
Provides practical assistance to school foodservices as they make the move to nutrient standard menu planning. Purdue University 1997 | | Manual |
| 230 | An Evaluation of USDA-Approved Nutrient Analysis Programs
Research report reviews USDA-approved nutrient analysis programs. Includes information about evaluating software and time needed to analyze menus. NFSMI 1997 | | Book |
| 231 | A Menu Planner for Healthy School Meals
Replaces Menu Planning Guide and explains all four meal planning options plus Offer versus Serve for each.
<i>One copy placed with every NSLP kitchen.</i> USDA 1998 | | Manual |
| 232 | Dietary Guidelines for Americans
Includes ten 30-minute lessons, progress quizzes, instructor notes, overhead transparencies, videos for staff and for students in grades 5-12 - all in a five hour program designed for teaching employees about the current Dietary Guidelines. BLT NFSMI 2001 | 26 minutes
14 minutes | Video |

Menu Planning / Nutrition 200

- 233 **Cheese 101** 30 minutes? Video/
Manual
Enhancing your school menu with cheese as presented at ASFSA ANC July
2001 in Nashville, TN Land O' Lakes 2001
- 234 **Food Buying Guide** Manual
Designed to help schools purchase the right amount of food and in the food
based plans to determine the specific contribution each food makes toward
the meal requirements. *One copy placed with every NSLP kitchen.*
USDA Revised 2001

Food Preparation / Receiving 300

- 301 **Dishing It Out** 15:30 minutes Filmstrip
An entertaining school lunch story presenting the four steps of portion control:
planning, purchasing, preparing, and portioning. Chiquita Banana 1980
- 302 **Baking Basics For 100 Plus** Filmstrip
Facts on the art and science of baking yeast breads and quick breads. Good
for group or individual study. Series of **6 filmstrips** and audio cassette.
Wheat Flour Institute 1980
- 303 **You're A Part of the Process** 33:00 minutes Video
How to handle, prepare, and serve further processed products. Also, correct
receiving and storage procedures and safe holding procedures. Allow 60
minutes total. Tyson 1990
- 304 **Milk--And How To Handle It** 14:40 minutes Video
Proper handling to maintain nutritional qualities.
American Dairy Association 1992
- 305 **Receiving, Planning, and Preparation** 22:00 minutes Video
A three segment program with instructor's guide also including selecting,
storing, and serving foods from a quality point of view. Allow 60-120 minutes
total. Quality Improvement Series, Part 1 TV Journal 1992
- 306 **On the Road to Professional Food Preparation** 20:00 minutes Video
A manual designed as training for new employees and/or review for others;
includes 4 one-hour lessons (The Recipe, Weights and Measures, Portion
Control, and Recipe Adjustment) with an introductory video, visuals, scripts,
handouts, pretests, and post tests. **BLT** NFSMI 1993

Food Preparation / Receiving 300

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|-----|---|---------------|--------|
| 307 | Healthy Menus and Recipes for the Summer Food Service Program
Provides 50 recipes (10 breakfast, 30 lunch, 10 snack) and 30 weeks of sample menus that follow the Dietary Guidelines. Pennsylvania DOE 1993 | | Manual |
| 308 | Cooking for Fifty
The Complete Reference and Cookbook also includes many tables and helpful guidelines. Chet Holden 1993 | | Book |
| 309 | Lean 'n Easy
Preparing meat with less fat and more taste using leader guide and handouts. American Dietetic Association & National Livestock Board 1994 | 25 minutes | Video |
| 310 | Healthy Cooking For Kids
Designed for directors and managers to instruct food service assistants in new methods of food preparation/presentation. Lessons include: Increasing fruits and vegetables, Reducing fat in meats and meat alternates, and Increasing grains and pastas. Video demonstrations by professional chefs emphasize ways to create healthy meals with substitutions or alternative ways of cooking. BLT NFSMI 1995 | 29:00 minutes | Video |
| 311 | Culinary Techniques for Healthy School Meals
A series of 13 one hour lessons each with a 15 minute video for food service assistants designed to be presented by the kitchen manager. The focus is basic food production principles and culinary techniques. Lessons are grouped into sections and include: A. Preparing: Fruits, Cooked Vegetables, Salads, B. Preparing: Meat/Poultry, Processed Meat Products, Meat Alternate Main Dishes, Sauces, C. Preparing: Yeast Breads, Quick Breads, Pasta/Rice/Grains, Cakes, and D. Seasonings. NFSMI 1996 | 190 minutes | Video |
| 312 | Enhancing Productivity for School Food Service, Part I
Promoting productivity as the organized application of common sense to find easier and better ways of doing work. NFSMI Satellite Seminar 1996 | 60 minutes | Video |
| 313 | Enhancing Productivity for School Food Service, Part II
Review of Part I. Techniques for improving productivity through work simplification. Learn principles, evaluate methods for increasing productivity, and observe demonstrations. NFSMI Satellite Seminar 1996 | 60 minutes | Video |

Food Preparation / Receiving 300

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|-----|---|---------------|------------------|
| 314 | Get Ready, Get Set, Go for Quality Service
Employee training designed to: define Value Added Productivity and how to achieve it, evaluate weekly production schedules, plan batch cooking, understand importance of teamwork, and monitoring of customer satisfaction.
(10 Minute BLT) NFSMI 1996 | 14 minutes | Video/
Manual |
| 315 | Cuisine for Kids
Student and Instructor Manuals. Designed for food production staff as 12-hour course in healthy food preparation to be team-taught by a chef and a nutritionist focusing on preparation and recipe modification. Not a management or menu-planning course.
American Heart Association & California DOE 1997 | | Manual |
| 316 | Cooking for the New Generation
Information on best ways for storing, cooking, and holding the newer multiple ingredient food items. How to schedule foods for "just-in-time" preparation.
BLT NFSMI 1997 | 18:43 minutes | Video/
Manual |
| 317 | Food for Fifty
A text for students in quantity food production and a reference in foodservice management. Includes much more than recipes.
Mary Molt, 10 th edition 1997 | | Book |
| 318 | All Star Receiving for Child Nutrition
Proper receiving procedures with training tips, handouts, and five lessons of 10-15 minutes each: The Flow of Food, Checks and Balances at the Back Door, The Freshness Check, Check It and Store It, and Murphy's Law.
<u>One copy placed with every NSLP sponsor.</u> BLT NFSMI 1998 | 16:02 minutes | Video/
Manual |
| 319 | Travel Guide to Healthy School Meals
Contains information on all four menu planning options, nutrition goals, standardized recipes, production records, and more. Oregon DOE 1998 | | Manual |
| 320 | Baking for Healthy School Meals
Designed as 30-hour course with parts from <i>Culinary Techniques for Healthy School Meals</i> . Covers basic principles, baking sanitation, formula for adjusting recipe yields, crediting in food based menus, equipment, and case studies. Includes Instructor Guide. South Dakota DOE 1998 | | Manual |

Food Preparation / Receiving 300

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|-----|--|---------------|------------------|
| 321 | Cooking Up Healthy School Meals in Illinois
Showcases the following 10 recipes with the cooks demonstrating how to prepare them. Baja chili, Southwest Wrangler Burger, Layered Mexican Torte, Cavatini, Carmel Dip with Fresh Apple, Fruit Mix, Apple Bread Pudding, Peanut Butter Oatmeal Cookies, Lowfat Chocolate Cake, and Mock Pumpkin Cake. Illinois DOE 1998 | 71:35 minutes | Video/
CD |
| 322 | Quality Receiving Practices for Healthy School Meals
To show the value of having well planned and well organized receiving systems in Child Nutrition Programs. Satellite Seminar, NFSMI 1998 | 58:23 minutes | Video |
| 323 | Cooking a World of New Tastes
Consists of 4 segments: Cooking with Skill, Cooking with Moist Heat, Cooking with Dry Heat, and Food, Fun, and Flair.
<i>One copy placed with every NSLP sponsor.</i> USDA 1999 | 77:00 minutes | Video/
Manual |
| 324 | Food Quality in Child Nutrition, Part 1
How to determine what students define as quality and show how to apply a set of standards to judge the quality of foods prepared.
Satellite Seminar, NFSMI 1999 | 60:00 minutes | Video |
| 325 | Food Quality in Child Nutrition, Part 2
Expanded look at the principles of food preparation that result in great tasting, high quality foods, plus ideas on marketing the product.
Satellite Seminar, NFSMI 1999 | 60:00 minutes | Video |
| 326 | Cold Is Cool!
Guidelines for serving fresh, cold, good-tasting milk. Includes hands on activities to make an hour long workshop for credit. Dairy Council 1999 | 10:00 minutes | Video |
| 327 | Standardized Recipes and Portion Control
Understanding standardized recipes, weighing, measuring, culinary terms and techniques, portion control techniques, modifying recipes, how to standardize to meet your students' preferences.
Satellite Seminar, NFSMI 2000 | 60:00 minutes | Video |
| 328 | Production Planning - Working Smarter
Discusses planning calendars, cycle menus, food calculations, work schedules, just-in-time preparation, cleaning schedules.
Satellite Seminar, NFSMI 2000 | 60:00 minutes | Video |

Food Preparation / Receiving 300

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| 329 | Culinary Techniques - Cooking with Flair - Fruits, Salads, Vegetables
Storing and preparing fruits, salads, vegetables for high food quality. Self-instructional CD-ROM with activities to engage the learner in a fun way on the computer. Worth 3 credits of continuing education in Food Prep.
NFSMI 2000 | CD-Rom |
| 330 | Three Steps to Healthy School Meals
A Traditional menu meal management system in 3 steps: Planning pre-analyzed menus, Purchasing food using food descriptions, Producing and presenting food to students. Includes recipes with fat % figured, choice/substitution lists in two very large manuals. Arkansas DOE 2000 | Manual |
| 331 | Standardized Recipes
Steps to standardize recipes, use them, modify them in lessons that take about 1 ½ - 2 hours. Transparencies included. Ohio DOE 2000 | Manual |
| 332 | Production Records
Correct usage of production records, why they're needed and useful. Lesson takes one to one and a half hours. Includes overhead transparencies.
Ohio DOE 2000 | Manual |
| 333 | Work Simplification
Using work simplification to increase efficiency while providing the highest quality of service. Includes pretest, outline. Satellite Seminar NFSMI 2001 | 60:06 minutes
Video |
| 334 | Culinary Techniques - Cooking with Flair - Breads and Grains
Preparing Yeast Breads, Quick Breads, Cakes, Pasta, Rice & Grains
Instructional CD-ROM with activities to engage the learner in a fun way on the computer. Worth 3 credits of continuing education in Food Prep.
NFSMI 2001 | CD-Rom |

Promoting School Food Service 400

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|-----|--|--------------------------------|-----------|
| 401 | The Art of Getting Kids To Eat
A guide to merchandising nutritious food and your food service operation.
Chiquita Banana 1978 | 20:00 minutes | Filmstrip |
| 402 | School Recipe Portfolio - A Merchandising Manual
A manual to assist the school cook in effective merchandising through garnishing. Full-color pictures of appropriately garnished school lunch food items are also plasticized for use during preparation.
NET USDA Southeast Region 1984 | | Book |
| 403 | Decorating With Food
How to increase participation with fun food decoration. Easy for any cafeteria counter. ASFSA 1986 | 30:00 minutes | Video |
| 404 | School Lunch: the CENTSible Solution
Excellent way to promote your program and school lunch to "out-siders."
Explains the history of the National School Lunch Program, traditional meal pattern, Offer versus Serve, commodities, and cost of school lunch versus lunch from home. ASFSA 1987 | 15:00 minutes | Video |
| 405 | Managing The Media
How to give interesting quotes, create press releases, and know what reporters are looking for. Includes a guidebook. ASFSA 1989 | 20:00 minutes | Video |
| 406 | Customer Service and Customer Relations
Quality Improvement Series Part 2: A three segment program with instructor's guide. Discusses Food Presentation, Customer Relations, and Handling Complaints. Allow 60-90 minutes for program. TV Journal 1992 | 22:00 minutes | Video |
| 407 | To Promote Healthy Food Choices
Marketing Child Nutrition
Barely Bear Learns About The Dietary Guidelines.
Basic nutrition, serving line, personal appearance, methods of marketing in four 50-minute programs in 10 minute lessons. Includes lesson plans, transparencies, and tests. (10 Minute BLT) NFSMI 1992 | 16:00 minutes
12:00 minutes | Video |
| 408 | It's Your Serve
Ideas to help employees improve customer service skills and gain a basic understanding of marketing their foodservice program while helping you in your marketing efforts by looking at commercial operations use of elements to attract and keep customers - service and marketing. Allow 90 minutes.
Tyson 1993 | 30:00 minutes | Video |

Promoting School Food Service 400

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| 409 | Go for the Gold with Customer Service
Lessons on quality food, attractive serving lines, caring and compassionate employees, and how to meet the customer needs and wants. Includes instructor's handbook. BLT NFSMI and University of Mississippi 1994 | 16:00 minutes | Video/
Book |
| 410 | Hey, What's Cookin'?
Marketing strategies actually used in six Texas high schools showing the hard work and successes obtained. Each foodservice director faced different challenges, but realized that students must be willing to buy and eat a quality school meal for it to make a nutritional difference.
Texas NET Programs 1995 | 35:00 minutes | Video |
| 411 | USDA's Great Nutrition Adventure Action Packet
Includes video of the kick-off week, a chef event planner with a local media plan, and chef directory. USDA 1996 | | Video/
Packet |
| 412 | Community Nutrition Action Kit
Manual for enabling communities to work together to motivate children and families to make food choices for a healthy diet. Often used by County Extension offices. Includes a short introductory video. "Join the Team!"
USDA 1996 | | Manual |
| 413 | Customer Service: Placing the Student at the Head of the Line
Includes nine presentations from a conference devoted to this topic and designed to share customer service strategies. They all approach the challenge of meeting the wants and needs of today's students (customers).
NFSMI 1996 | | Book |
| 414 | High School Foodservice Survey Project
Part of a multi-year project to develop a valid and reliable student satisfaction survey tool for high and middle schools. NFSMI 1997 | | Book |
| 415 | High School Foodservice Survey Guide
This tool can assist Directors and Supervisors in gathering data that affects student satisfaction with your breakfast or lunch program and it is designed with grades 9-12 in mind. NFSMI 1997 | | Book |
| 416 | Recipes for Practical Research in Child Nutrition Programs
Manual that explains the need of research and contains specific 'recipes' for conducting surveys for plate waste and student opinions. Includes forms and step-by -step procedures. NFSMI 1998 | | Book |

Promoting School Food Service 400

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| 417 | Team Up with Team Nutrition
To encourage and help school leaders form local Nutrition Action Teams that work together to plan exciting nutrition events that reach students and parents, to show examples of “do-able” school-based activities, and to offer tips for overcoming barriers to “getting started” with Team Nutrition.
Michigan DOE 1998 | 19:00 minutes | Video |
| 418 | GFood Service
Includes instructor guide for Communication Skills for Good Customer Service. Program planned to be about one hour. Virginia DOE 1998 | 15:00 minutes | Video |
| 419 | School Meals: Marketing Challenge
Participants recognize importance of marketing school meals. One to one and a half hour lesson with activities and transparencies. Ohio DOE 1998 | | Manual |
| 420 | Making It Work
SMI Issues discussed in their state on a teleconference.
Pennsylvania DOE 2000 | 50 minutes | Video |
| 421 | The Missing Curriculum
How Schools Influence How Our Children Eat USDA 2000 | 14:24 minutes | Video |
| 422 | Working with School Health Promotions
A live interactive teleconference to assist school personnel in encouraging children to make healthy lifestyle choices. Panelists discuss how teams can facilitate and increase effectiveness of school health programs with a focus on nutrition and physical activity.
NFSMI 2001 | 120 minutes | Video |
| 423 | Real-Time Marketing
Build on the four P’s of Marketing - Plan, Produce, Promote, Place. Valuable suggestions are presented on creating a marketing plan.
Satellite Seminar, NFSMI 2001 | 60:10 minutes | Video |
| 424 | New Ways to Promote School Breakfast
Contains ideas/materials to help you promote breakfast to students, parents, and administration. FL Dept of Citrus 2002 | 5 minutes | Video |
| 425 | Promote Healthy Eating
Promotions are part of marketing school lunch. This program demonstrates planning successful school meal promotions to encourage healthy eating.
Satellite Seminar, NFSMI 2002 | 60 minutes | Video |

Personnel / Training 500

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| 508 | Champions of Change: Child Nutrition Personnel
Ways to create awareness of urgency in making changes in Child Nutrition Programs that promote healthy eating behaviors of children.
Satellite Seminar NFSMI 1995 | 60:00 minutes | Video |
| 509 | Training Skills for Managers
A course designed to improve training skills of managers. Consists of 15 one-hour lessons presenting basic training concepts in easy to remember segments. Georgia DOE 1995 | | Manual |
| 510 | Competencies, Knowledge, & Skills of Effective School Nutrition Managers
A report summarizing research to determine important job responsibilities and how frequently school nutrition managers performed these activities. This book may be useful in preparing job descriptions. NFSMI 1995 | | Book |
| 511 | No Time To Train, 10 Minute Lessons for School Food Service
An easy-to-follow set of twelve lessons with overview, objectives, preparation time, materials list, script, and graphics. Topics are: Customer Service, Interpersonal Skills and Communication, Menus and Meal Patterns, Nutrition Education, and Production.
<i>One copy placed with every sponsor.</i> Midwest Region 5 Star 1996 | | Book |
| 512 | First Day..Every Day: Basics for Food Service Assistants, Part I
Enhancing healthy meals by recognizing and correcting potential food safety problems, learning/following basic safety rules, and improving communication skills. Satellite Seminar NFSMI 1997 | 62:11 minutes | Video |
| 513 | First Day..Every Day: Basics for Food Service Assistants, Part II
Topics covered: Production schedules and techniques, equipment safety, weights and measures, standardized recipes, simple math for conversions, portion control, and serving line setup -- all towards working more effectively. Satellite Seminar NFSMI 1998 | 56:43 minutes | Video |
| 514 | SFNS Credentialing Exam Study Guide
Developed to assist school foodservice professionals in preparation for the credentialing exam. Includes quizzes for each of eight subject areas, resources and a practice exam. ASFSA 1999 | | Manual |
| 515 | Nutrition Power Professional Improvement Plan
Recommended competencies for school food service employees.
Wisconsin DOE 2000 | | Manual |

Equipment 600

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| 605 | Use, Operation, and Maintenance of Refrigerated Food Storage
May be used individually or with a small group. Manual covers both use/operation and care/maintenance of refrigeration equipment. Includes instructor guide Florida DOE 1993 | 26:00 minutes | Video |
| 606 | Design Handbook
Provides up-to-date guidelines for the design of new or improvement of existing food services areas. Covers traffic flow considerations, efficient kitchen layouts and essential equipment requirements. Alabama DOE 1994 | | Book |
| 607 | Energy Conservation Manual for School Food Service Managers
Resource manual on energy monitoring and conservation. Includes references, glossary/equations, sample forms, and technical information. NFSMI 1994 | | Book |
| 608 | Equipment and Facility Planning Guide
Guidance for planning new or remodeled kitchen facilities or purchasing new or used equipment. Minnesota DOE 1995 | | Book |
| 609 | Guidelines for Equipment to Prepare Healthy School Meals
A study on equipment and its relationship to the preparation of school meals that meet the Dietary Guidelines for Americans. NFSMI 1996 | | Book |
| 610 | School Food and Nutrition Service Design Manual
Developed by a team of experts in facility design and in school food service. Intended to guide the planning of food service for production, serving, and dining areas. Maryland DOE 1996 | | Book |
| 611 | Available Equipment in School Foodservice
This report focuses on the availability of equipment related to the implementation of the Dietary Guidelines for Americans. NFSMI 1997 | | Book |
| 612 | Equipment Efficiency for Healthy School Meals
Learning about new equipment, discovering creative techniques to use existing equipment, planning/remodeling of facilities, and reviewing equipment use research in schools. Satellite Seminar NFSMI 1997 | 60 minutes | Video |
| 613 | A Guide for Purchasing Food Service Equipment
This is designed to help in purchasing conventional foodservice production equipment through a decision-making process and beneficial guidelines whether new, renovation or replacement.
<i>One copy placed with every NSLP sponsor.</i> NFSMI 1998 | | Book |

Sanitation and Safety 700

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| 706 | Working SAFE: Accident Prevention in Child Nutrition Programs
Designed for training school food service personnel. Instructor information and four lessons in a three-ring binder teach the SAFE way of preventing falls and lifting injuries, cuts, fires and burns, and chemical accidents. Includes manual, video, copy-ready learner activities, and a series of four wall charts. <i>One copy placed with every NSLP sponsor.</i> BLT NFSMI 1999 | 17 minutes | Video/
manual |
| 707 | Managing Food Safety: The Next Step
Live teleconference broadcast January 26, 2000 on the basic principles of a food safety assurance system and how to apply these principles. NFSMI 2000 | 120:00 minutes | Video |
| 708 | HACCP for Child Nutrition Programs: Building on the Basics
Consists of three manuals - Instructor, Food Service Director, and Employee. Includes how to create a plan, how to implement the HACCP plan. Discussion topics and multiple choice questions are provided to review concepts in each chapter. PowerPoint slides can also be used to make overhead transparencies. NFSMI 2002 | 16:08 minutes | Video |
| 709 | Four Steps to Food Safety
Communicates that each of the food safety messages highlighted during the last four years, Clean, Separate, Cook, and Chill , are equally important and necessary to keep food safe. This year's online version of NFSEM contains a variety of ideas and tools for organizing food safety activities and events for various age groups this September and throughout the year. A "How To" section offers suggestions for putting your ideas into practice. FDA 2002 | | CD-Rom |
| 710 | Responding to a Food Recall
Provides instructions on reasons for recalls, responsibilities of manufacturers and government agencies, and roles of directors and managers in following procedures. Includes a leader guide, poster and brochures. Can be two hour training session. NFSMI 2002 | | Kit |

Food Service Sanitation Video Program

Each lesson is accompanied by an outline and a review test to be completed by the viewer. This series was designed at Purdue University to meet the 10 hour sanitation requirement for the Indiana School Food Service Association (ISFSA) Certification Program. To receive certification credit, an **approved instructor must teach** this video series and participants must pass a comprehensive examination upon completion of the ten lessons.

Indiana DOE 1989, Revised 1997

751	Lesson 1: Sanitation and Foodborne Illness Bacteria and microorganisms.	50:00 minutes	Video
752	Lesson 2: Personnel and Foodservice Sanitation Personal hygiene.	50:00 minutes	Video
753	Lesson 3: Purchasing, Receiving, and Storing Food	50:00 minutes	Video
754	Lesson 4: Food Preparation I Time/temperature control.	56:00 minutes	Video
755	Lesson 5: Food Preparation II Food display and service.	50:00 minutes	Video
756	Lesson 6: Cleaning and Sanitizing	48:11 minutes	Video
757	Lesson 7: Facilities and Equipment	50:00 minutes	Video
758	Lesson 8: Pest Control	50:00 minutes	Video
759	Lesson 9: Maintaining High Standards of Sanitation	51:15 minutes	Video
760	Lesson 10: Hazard Analysis Critical Control Points (HACCP) Added in 1997	44:12 minutes	Video

SCHOOL FOOD SERVICE LENDING LIBRARY

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Division of School and Community Nutrition Programs
Room 229, State House
Indianapolis, IN 46204-2798
FAX 317-232-0855

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